

Checklist for Transportation Network Company Driver's Certificate

Applicant's Name: _____ Date Assigned: _____

Investigator: _____ Date of Approval: _____

Required Documents - Incomplete documentation will not be accepted

1. Copy of driver's license
2. Proof of citizenship & employment authorization
3. Declaration of medical fitness, physical exam or doctor's note (within 3 years of application date)
4. Personal criminal history background report from approved company
5. DMV Driver's Record

_____ **Investigators Requirement** – Review of the acceptable documents as outlined in the “Acceptable Documents for Verifying Employment Authorization and Identity” policy (**U.S. Requirement**). **76-37**

Have Need

_____ **Transportation network driver's certificate application** – submit along with all other required documents to eliminate multiple visits to Regulated Industries Division

_____ **Driver's certificate fee** – \$16 processing fee for processing and issuing the driver's certificate

_____ **Criminal background investigation fee** – \$34 processing fee per person for a criminal background investigation to include all cities, states, & countries where applicant has resided – **Only by applicant's request**

_____ **Criminal background investigation report** – City approved background check completed and reviewed before the day of the interview. **Sec 76-76 {2}** states “Whether or not the applicant, or any person listed in subsection (1) of this section, has been convicted of the violation of any federal or state felony or, within the previous 12 months, has been convicted of violating any provision of this code or has ever had a certificate or permit issued under this article revoked or suspended – **Investigator attach PDF to Energov**

_____ **Declaration of medical fitness** – Declaration of medical fitness, current physical examination or a written statement on official letterhead from a medical professional who is listed on the National Registry of Certified Medical Examiners stating the applicant is of sound physique, has good eyesight and hearing and is not subject to epilepsy, vertigo, heart trouble or any other infirmity of mind or body which might render them unfit to drive and operate a transportation network vehicle on the streets of the city. **Must be within the last three (3) years. 76-104(b) – Investigator attach PDF in Energov.**

_____ **Driver's License Copy** – The applicant must hold an A, B, or C, CDL license in the State of Kansas or an A, B, or C, CDL license or an E license in the State of Missouri. **76-103(a)(5)**

_____ **DMV Driver's Record** – A copy of the applicant's Missouri, Kansas, or former state Driving Record from all states in which the applicant has resided within **the past 5 years. 76-103(6-9)**

A driver's certificate **cannot be issued** if any of the following questions are checked yes:

Yes No

_____ Is the applicant subject to epilepsy, vertigo, heart trouble or any other infirmity of mind or body which might render them unfit to drive and operate a taxicab safely on the streets of the city? **76-103(a)(2)**

_____ Has the applicant ever been found guilty of, plead guilty to, or been convicted of any of the following: first and second degree murder, first degree arson, forcible rape, forcible sodomy, kidnapping, first degree robbery, voluntary manslaughter, first degree assault, first and second degree child molestation, sexual misconduct involving a child, first, second, and third degree sexual misconduct, or sexual abuse? **76-103(b)(1&2)**

_____ Is the applicant currently or ever been a registered sex offender? **76-103(b)(3)**

_____ Has the applicant, within five(5) years of the date of application, been found guilty of, plead guilty to, or been convicted of a felony or misdemeanor involving drugs or narcotics, robbery (other than first degree robbery), burglary, stealing, extortion, bribery, prostitution, any weapons offense, or crime of violence ? **76-103(b)(4)**

Has the applicant, within one (1) year of the date of application, been released from confinement for or completed probation or parole for a felony or misdemeanor conviction involving drugs or narcotics, robbery (other than first degree robbery), burglary, stealing, extortion, bribery, prostitution, any weapons offense, or crime of violence? **76-103(b)(4)**

Has the applicant, within two (2) years of the date of application, been found guilty of, plead guilty to, or been convicted of an ordinance violation or been released from confinement for an ordinance conviction for indecent exposure, prostitution, stealing, or possession of controlled substances or illegal drugs or narcotics? **76-103(b)(5)**

Has the applicant, within five (5) years of the date of application, been found guilty of, plead guilty to, or been convicted of a violation of a state traffic law or a traffic ordinance of any city involving leaving the scene of a motor vehicle accident or driving under the influence of alcohol or drugs during which a person was injured or died? **76-103(b)(6)**

Has the applicant, within three (3) years of the date of application, been found guilty of, plead guilty to, or been convicted of a violation of state law or a traffic ordinance of any city involving leaving the scene of a motor vehicle accident or driving under the influence of alcohol or drugs but not involving injury or death? **76-103(b)(7)**

Has the applicant ever been found guilty of, plead guilty to, or been convicted of more than four (4) moving traffic violations including operating a defective vehicle within three (3) years of the date of application, or been found guilty of, pleaded guilty to, or been convicted of more than two (2) moving traffic violations including operating a defective vehicle within one (1) year of the date of application? **76-103(b)(8)**

Has the applicant applied for a renewal of a driver's certificate and been found guilty of, plead guilty to, or been convicted of more than five (5) moving traffic violations including operating a defective vehicle within three (3) years of the date of application and been found guilty of, pleaded guilty to, or been convicted of more than two (2) moving traffic violations including operating a defective vehicle within one (1) year of the date of application? **76-103(b)(9)**

Has the application been incomplete for more than 60 days? Any application which is incomplete for a period of 60 days after the date of filing with the director shall be disapproved by the director. **Sec. 76-102**

Any false statement or misrepresentation of a material fact, made by an applicant for the purpose of securing a driver's certificate, or any renewal thereof, shall be deemed good and sufficient cause for refusal to grant, or, if granted, for revocation of a certificate.

(Ord. No. 000655. § A. 6-15-00)

Any driver who removes, obliterates or defaces any official entry made upon his driver's certificate shall, in addition to any other punishment provided by this division, have his certificate revoked.
(Ord. No. 000655, § A, 6-15-00)

[illegible]